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ABSTRACT

This resource guide, one of a series of annotated bibliographies describing the collection of the lending library of the Vocational Special Needs (VSN) Program at Texas A&M University, lists available materials for and about employment-related instruction. Covered in the individual sections of the guide are the following topics: techniques for locating and obtaining jobs, steps in keeping a job, employment benefits, procedures for terminating employment, all-around tests related to employment skills, and helpful general resources. Each citation includes information concerning the author, title, and publisher of the work; its VSN accession number; and a brief abstract detailing its contents. (MN)

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VOCATIONAL SPECIAL NEEDS LENDING LIBRARY

Employment-Related Instructional Materials

A Resource Guide

Edited by:

Marilyn R. Kok

The Vocational Special Needs Program
Texas A&M Unviersity

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1983

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For over five years, the Vocational Special Needs Program at Texas A&M University has offered a lending library of materials to educators in Texas who desire information on the vocational needs and preparation of special education students. In 1981, the library was computerized, simplifying access and increasing the library's popularity. A complete--and often imposing--Catalog of Holdings was published in 1981, with supplements each year. Our subscribers (and we encourage any educator in Texas to become one) have begun to ask for more specialized and more "user-friendly" resource guides. We are responding with this series of manuals.

Guides in the series will address the following topics:

Agricultural Education Materials
Audio-visual Materials
Employment-Related Instructional Materials
Health Education Materials
Homemaking Materials
Industrial Education Materials
Marketing and Distributive Education Materials
Office Education Materials
Prevocational Instructional Materials
Vocational Assessment Materials

We hope these resource guides will encourage more subscribers to the library. We are currently acquiring many software packages for teachers to use in computer-assisted instruction, but remain interested in hearing about any resources you can recommend to us. Please contact us if our library can be of any assistance to you.

The Vocational Special Needs Program
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TABLE OF CONTENTS

1. Locating and Obtaining Jobs 1

2. Keeping A Job 6

3. Employment Benefits 12

4. Terminating Employment 13

5. All-Around Texts Related to Employment Skills . . 13

6. Helpful General Resources 16

LOCATING AND OBTAINING JOBS

Crystal, John C. and Richard N. Bolles. Where Do I Go From Here With My Life? Berkeley, Ca.: Ten Speed Press, 1974. VSN# 02043.

A systematic manual for students to use when planning careers (for average or above average readers).

Division of Services for the Deaf, West-Panhandle Region. A Model Occupational Investigation Program for Deaf Students. El Paso: Author, 1980. VSN# 00335.

This book describes how to set up an occupational investigation program for deaf students, and includes an evaluation guide and a bibliography.

Education Service Center, Region XIX. Is This Work for You? Teacher's Guide. El Paso: Author, 1971. VSN# 02126.

This includes units on where to find work, what students must do before getting work, and what workers must be like. For use by teachers, this book includes objectives, information, activities, and vocabulary lists.

Eidsmore, Douglas. The Job Hunting Game: An Educational Role Playing Game. San Jose, Ca.: Interactive Media, 1977. VSN# 01775.

Designed to develop the job-hunting skills of students through roleplaying, this game simulates actual job hunting activities. All student materials are written at the fifth grade level, with additional special vocabulary words used occasionally.

Fearon-Pitman Publishers. The Job Box: Pacemaker Vocational Resource Module. Belmont, Ca.: Author, 1978. VSN# 01859.

A career exploration training kit, this includes units on (1) Automotive Careers, (2) Building Trades and Construction, (3) Food Services, (4) Industrial and Retail, (5) Office and Clerical, (6) Ranching, Farming and Horticulture, and (7) Trades and Services. A student workbook comes with the box.

Fraenkel, William A. How to Get A Job: A Handy Guide for Jobseekers. Washington, D.C.: The President's Committee on Employment of the Handicapped, n.d. VSN# 00444.

Written very simply and well illustrated, this little book describes choosing a job, looking for a job, and applying and interviewing for a job. For use by students.

Grimes, L.A. Student's Personal Adjustment to Work. Austin: Instructional Materials Center, University of Texas, 1973. VSN# 02145.

Written as a text for regular vocational programs, this book has worthwhile information on locating and obtaining jobs. Each chapter has a "Self-Assessment" at the end.

Haldane, Bernard, Jean Haldane, and Lowell Martin. The Young People's Job-Finding Guide. Washington, D.C.: Acropolis Books, 1982. VSN# 02088.

Written for high school students, this book traces the most up-to-date methods of finding jobs (for students with average or above reading skills).

Hardigee, Peggy. Working Outside: A Career and Self-Employment Handbook. New York: Harmony Books, 1980. VSN# 02062.

Hardigee describes over 11 broad categories of jobs that allow employees to work outside, with numerous more specific examples under each category. For accomplished readers.

Harrington, Thomas F. and Arthur J. O'Shea. Career Decision-Making System. Circle Pines, Mn.: American Guidance Service, n.d. VSN# 02164.

Designed to help students discover their vocational interests, this set includes a self-scored survey booklet, a self-scored interpretive folder, a machine-scored survey booklet, a descriptive brochure, price list, and ordering information.

Hodgson, Karen A. Job Seeking Skills: A Curriculum and Guide. Menomonie, Wisconsin: Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, n.d. VSN# 01161.

Specifically designed for a four-day workshop, this curriculum guide could nevertheless be modified for classroom use. It covers doing a self-inventory, choosing goals, developing resumes, job sources, telephone use, applications, interviews and more.

Hogan, James A. Jobs I Can Do. Johnstown, Pa.: Mafex Associates, 1981. VSN# 02205.

A textbook for students, this describes 26 entry-level jobs, then has worksheets and questions for students to answer. Reviews of vocabulary and information follow, with tests completing the book.

Hooker, Dennis and Almut Fleming. Me and Jobs. New York: Educational Design, 1974.

Units in this book related to Locating and Obtaining Jobs address (1) Kinds of Jobs, (2) Ways to Locate Vacancies, (3) Getting a Job, (4) Applications and Interviews, and more. Each unit consists of worksheets for students to complete.

Hudson, Margaret W. and Ann A. Weaver. I Want A Job. Phoenix, N.Y.: Frank E. Richards, 1964. VSN# 01922.

A student text, this has units on choosing, locating and obtaining jobs, with many worksheets and activities for students to do.

Hyde, Jack, Robert Smith, and John Travis. Learn to Earn. Johnstown, Pa.: Mafex Asso., 1971. VSN# 02175. Accompanied by a Teacher's Manual (VSN# 02176).

This student text has fictional accounts of students in a work-study program, with numerous worksheets, activities, and questions for students to complete.

Jew, Wing and Robert Tong. Janus Job Interview Kit. Hayward, Ca.: Janus Book Pub., 1976. VSN# 01635.

Includes 30 interview cards (each for a different job and each with job descriptions, interview situations, and questions), a job ticket book for scheduling interviews, applications, rating forms, progress record forms, and a teacher's guide. Many VACs have recommended this kit for roleplaying activities.

Jew, Wing and Carol Tandy. Janus Job Planner: Career Planning. Hayward, Ca.: Janus Book Publishers, 1976. VSN# 01637.

This book has eight units on choosing careers, including units on interests, experience, values, pay, and more. The book also has numerous inventories, addressing Interests, Experience, Attitude, Confidence, and more.

Jew, Wing and Carol Tandy. Using the Want Ads. Hayward, Ca.: Janus Book Publishers, 1977. VSN# 01843. (Teacher's Manual attached.)

Written for students, this book has eight units on using want ads, including units on finding them, looking for a job, looking for an apartment, and more.

Kahn, Charles, Robert Tong, and Wing Jew. My Job Application File. Hayward, Ca.: Janus Book Publishers, 1980. VSN# 01636. (Teacher's Manual attached.)

Written for students, this book has units addressing student's personal history, education record, health record, references and more. The book includes application forms from nine national companies.

King, Carol L. Finding A Job. Belmont, Ca.: Pitman Learning, 1983. VSN# 02275.

Units address (1) Choosing a job, (2) Finding vacancies, (3) Employment agencies, (4) Getting an interview, (5) Applying, (6) Interviewing, and (7) Deciding. Each unit has informational sections and worksheets. Simply written and well-illustrated, the book is designed for secondary special education students.

Koschnick, Kay and Stephen Ludwig. The World of Work. Syracuse, N.Y.: New Readers Press, 1975.

This student text includes material on all aspects of locating and obtaining jobs. Each unit has information, worksheets, and activities for students to do.

Lawson, Gary D. Unemployment is Non-Cents. Elk Grove, Pa.: Author, 1970. VSN# 00744.

Written specifically for secondary special education students, this workbook has information, worksheets, and activities on (1) Choosing jobs, (2) Interviewing, (3) Job Forms, and more.

Livingston, Arnold. Janus Job Interview Guide. Hayward, Ca.: Janus Book Publishers, 1977. VSN# 01638.

A student workbook, this describes 16 students and their interviews for jobs. With its fictional approach and numerous activities, VACs should find it useful. The book also has a short section on skills needed for interviewing.

Mafex Associates. Job Applications and Other Forms. Johnstown, Pa.: Author, n.d. VSN# 02203.

A workbook for special education students, this includes numerous samples of applications for students to fill out.

Match, Stephen D. Fill in the Blanks. Johnstown, Pa.: Mafex Asso., 1977. VSN# 02207.

Has one unit on Locating and Obtaining Jobs, with information, activities and worksheets for students to complete.

Miller, Arthur F. and Ralph T. Mattson. The Truth About You: Discovering What You Should Be Doing With Your Life. Old Tappan, N.J.: Fleming H. Revell, 1977. VSN# 02147.

Though written for regular students and adults, this book nevertheless has some interesting activities for readers to complete when exploring possible careers.

Parsky, Larry M. English for Employment: Teacher Guide. Johnstown, Pa.: Mafex Asso., 1978. VSN# 02195.

This book, written for secondary special education students, is designed to increase language skills for employment. Units related to Locating and Obtaining a Job address (1) Filling Out Application Forms and (2) Preparing a Resume, with an extensive review for both. Each unit includes information, forms and worksheets, all completed in this teacher's manual.

Quinn, Treva. The Job Book. Johnstown, Pa.: Mafex Asso., 1980. VSN# 02204.

Beginning with a sample worksheet for use throughout the book, this lists 123 job descriptions, each giving job title, requirements, hours, experience needed, salary, and more. Helps students know what different jobs entail.

Randall, Florence. Getting A Job. Belmont, Ca.: Pitman Learning, 1978. VSN# 02276. Accompanied by a Teacher's Guide (VSN# 02277).

Units address (1) Reasons to work, (2) Kinds of jobs, (3) Getting ready to work, (4) Finding a job, (5) Getting an interview, (6) Applications Forms, (7) Interviews, and a brief section on keeping jobs. Simply written and filled with photographs, this book is for students to use, though worksheets are minimal.

Richey, Jim. Job Application Language: A Survival Vocabulary. Hayward, Ca.: Janus Book Publishers, 1978. VSN# 01840. (Teacher's Manual attached.)

This book, written for students to use, has five units, each starting with a list of vocabulary words and including numerous activities and exercises for students to complete. Comes with Flash Card Book (VSN# 02031).

Royce, Sherry and Christopher Ransom Miller. Occupations. Belmont, Ca.: Pitman Learning, 1980. VSN# 02292.

Chapters in this book address what students like doing, looking for vacancies, applying for the job, and interviewing. Simply written and filled with photographs, this book is for students to use. It includes information, vocabulary lists, and worksheets.

Schneider, Bernard. Getting and Holding a Job. Phoenix, N.Y.: Frank E. Richards, 1974. VSN# 01918.

Designed for use by students, this book covers all aspects of locating and obtaining a job. Units include information, worksheets, reviews, and tests.

Schroeder, Dennis, ed. Occupations 2. Syracuse, N.Y.: New Readers Press, 1974.

A text for students, this describes over 50 jobs, ranging from semiskilled occupations to skilled, technical, clerical, paraprofessional, self-employed, and supplementary occupations. Each description includes an anecdotal record of an actual worker's experiences, plus lists of duties, qualifications, workin conditions and benefits, and more.

Tesolowski, Dennis G. Job Readiness Training Curriculum. Miami: Florida International University, 1979. VSN# 01396.

This book includes information and materials for training students in job readiness skills, such as grooming, interviewing, appraising one's skills, and finding jobs. The book includes activities, transparency masters, and handouts for students.

KEEPING A JOB

This list has two sections, General Skills for keeping any job, and Specific Skills for students to learn about certain jobs. The resources listed under Specific Skills will allow teachers to provide special instruction geared to the specific jobs in which students will be employed.

General Skills:

Anema, Durlynn. Don't Get Fired! 13 Ways to Hold Your Job. Hayward, Ca.: Janus Book Publishers, 1978. VSN# 01639.

Written for students, this book has thirteen units, each covering a different skill, habit, or attitude necessary for being a good worker.

Brown, Richard Edward. My Review Book for Workshop Words and Tools. Johnstown, Pa.: Mafex Asso., 1978. VSN# 02210.

Designed for trainably mentally retarded students, this book gives review activities on vocabulary and tools used in sheltered workshops.

Brown, Richard Edward. My Time Review Book. Johnstown, Pa.: Mafex Asso., 1978. VSN# 02209.

Book on time concepts designed specifically for students who will be working in sheltered workshops.

Brown, Richard Edward. TMR Pre-vocational Training Kit Handbook. Johnstown, Pa.: Mafex Asso., 1978. VSN# 02208.

For use by teachers, this book describes lessons and teaching activities on the following topics: (1) Word and tool recognition, (2) Money, (3) Time, and other pre-vocational skills.

Education Service Center, Region XIX. Is This Work for You? Teacher's Guide. El Paso: Author, 1971. VSN# 02126.

Units in this book related to Keeping a Job include (1) what students need to know about work and (2) what workers should be like. Units include objectives and learning activities for teachers to use with students.

Grimes, L.A. Student's Personal Adjustment to Work. Austin: Instructional Materials Center, University of Texas, 1973. VSN# 02145.

Written for students in regular vocational cooperative classes, this book has a great deal of information for students on keeping their jobs, with questions at the end of some chapters. Written for average readers.

Hassan, Rebecca Match. Sign Alert. Johnstown, Pa.: Mafex Associates, 1982. VSN# 02206.

This book, written for secondary special education students, describes traffic and employment signs (between 50 and 60). With brief descriptions and humorous illustrations, students should enjoy this book. Tests complete this textbook.

Henderson, Joan E. A Good Worker: Teacher's Manual. Johnstown, Pa.: Mafex Asso., 1968. VSN# 02188.

Written for use by teachers, this book includes complete lesson plans on the skills students need to be good workers. Handouts and worksheets to give students are included.

Hudson, Margaret W. and Ann A. Weaver. I Want A Job. Phoenix, N.Y.: Frank E. Richards, 1964. VSN# 01922.

Written for students' use this book has one unit related to Keeping Jobs, including instruction on getting to work on time, wearing proper clothes, getting along with co-workers, and knowing rules. Each chapter has an informational section, plus worksheets and activities for students to work on.

Hyde, Jack, Robert Smith, and John Travis. Learn to Earn. Johnstown, Pa.: Mafex Asso., 1971. VSN# 02175. Comes with a Teacher's Manual (VSN# 02176).

A fictional account of several students' experiences in a high school work-study program, this textbook includes a unit on Performance on the Job, with numerous worksheets and activities for students to do.

Lattyak, James J. TMR Safety Word Program. Johnstown, Pa.: Mafex Asso., 1979. VSN# 02171.

This kit has worksheets for students to use when learning safety vocabulary (very basic) and flash cards.

Lawson, Gary D. Unemployment is Non-Cents. Elk Grove, Ca.: Author, 1970. VSN# 00744.

A workbook written specifically for secondary special education students, this includes an extensive unit on Keeping Jobs, with worksheets and activities for students to complete.

Parsky, Larry M. English for Employment: Teacher Guide. Johnstown, Pa.: Mafex Asso., 1978. VSN# 02195.

Designed to enable special education students to gain language skills necessary for entering society, this Teacher

Guide has the completed worksheets students fill in, plus many suggested learning activities and information.

Parsky, Larry M. Mathematics for Employment (Two parts). Johnstown, Pa.: Mafex Pub., n.d. VSN# 02180 and 02181. Comes with a Teacher's Edition (VSN# 02182).

This two-volume set has a workbook of activities and worksheets designed to enable students to work and take advantage of opportunities in the community. The Teacher's Edition has numerous additional teaching suggestions and activities.

Rand, Kenneth J. Time Cards and Paychecks. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 01641.

Written for students, this book includes ten units related to figuring earnings and deductions.

Ronan, William A. Personal Safety. St. Louis: Millikin Pub., 1975. VSN# 01244.

Beginning with brief instructions for teachers, this book is primarily transparencies and duplicating masters that address many aspects of safety at work. Two tests complete the book.

Royce, Sherry and Christopher Ransom Miller. Occupations. Belmont, Ca.: Pitman Learning, 1980. VSN# 02292.

Written simply for students to use, with many photographs, this book has a chapter on keeping jobs, with first a section for students to read, then worksheets and activities for them to complete.

Schneider, Bernard. Getting and Holding A Job. Phoenix, N.Y.: Frank E. Richards, 1974. VSN# 01918.

A workbook developed especially for secondary special education students, this book includes three units on Keeping Jobs: (1) Holding A Job, (2) More About Holding a Job, and (3) How Not to Keep a Job. Each has a section for students to read, then a worksheet for students to complete.

Tesolowski, Dennis G. Job Readiness Training Curriculum. Miami: Florida International University, 1979. VSN# 01396.

For use by teachers, this book includes outlines, activities and information related to maintaining employment, plus numerous transparencies, handouts and assessment materials.

Thomas, Donald F. How to Become A Safe Worker. Johnstown, Pa.: Mafex Asso., 1977. VSN# 02173. Comes with a Teacher Guide (VSN# 02174).

Written for high school students, this text covers many aspects of safety on the job, with worksheets and quizzes for each unit.

Tune, Nancy. Keeping A Job. Belmont, Ca.: Pitman Learning, 1983. VSN# 02278.

Written for students, this book has units on (1) Being hired, (2) Getting started, (3) Getting along with others, (4) Doing better, (5) Problems on the job, and more. Each unit has an informational section, vocabulary words, and worksheets.

Specific Skills:

Anderson, Linda Kirkpatrick. Food Service Marketing. Austin: Center for Occupational Curriculum Development, University of Texas, 1982. VSN# 1982. Comes with an answer book (VSN# 02130).

Prepared for students in regular vocational education programs, this book has many units related to working in fast food restaurants, including personnel responsibilities, human relations, communication, safety, sanitation and more. Each unit has a section for students to read, followed by questions and activities.

Glasner, Lynne and Marilyn Thypin. Pacemaker Vocational Readers. Belmont, Ca.: Fearon-Pitman Pub., 1976. Titles follow.

Designed for high school students with severe reading disabilities, simply written with large photographs, these books explain career opportunities by using an entertaining, fictional account of young adults' experiences on the job. They teach a variety of job skills and behaviors. A Teacher's Guide (VSN# 02336) and a set of audio cassettes (VSN# 02347) accompany the series.

And It's So Quiet: Porter or Janitor (VSN# 02337).

Fitting Sewing Machine Operator (VSN# 02342).

Give the Kid A Chance: Baker's Helper (VSN# 02343).

I'll Try Tomorrow: Gardener (VSN# 02345).

The Other Side of the Counter: Short Order Cook (VSN# 02340).

Power On and Start Print: Duplicating Room Worker (VSN# 02339).

Ready to Go: Auto Mechanic's Helper (VSN# 02338).

Someone for the Summer: Waitress (VSN# 02341).

Until Joe Comes Back: Supermarket Stock Clerk (VSN# 02346).

You Know How Children Are: Day Care Center Aide (VSN# 02344).

Kern High School District. Custodial: A Program for the Handicapped. Kern, Ca.: Career Training Center, Author, n.d. VSN# 00681.

Units specifically designed to teach handicapped students custodial skills. Units include pretests, content sections for teachers to use explaining the skills, activities, and post-tests. For use by teachers. Following texts are similar.

Child Care. VSN# 00680.

Domestic. VSN# 00683.

Floor Maintenance. VSN# 00682.

Motel. VSN# 00686.

Transportation Network. VSN# 00677.

Klewer, Edwin D. Fast Food Marketing. Austin: Center for Occupational Curriculum Development, University of Texas, 1982. VSN# 02143. Comes with an answer book (VSN# 02144).

Prepared for students in regular vocational education classes, this book includes much information on fast food restaurants, including food handling, safety, sanitation, food preparation and more.

Parsky, Larry M. Cafeteria Restaurants. Johnstown, Pa.: Mafex Asso., 1982. VSN# 02192. Comes with a Teacher Guide (VSN# 02193).

A student workbook, this covers math related to using menus, figuring the costs of meals, preparing cash register reports, and more.

Parsky, Larry M. Fast-food & Carryout Restaurants. Johnstown, Pa.: Mafex Asso., 1982. VSN# 02190.

Developed for secondary, special education students, this book has units on working in (1) fast-food restaurants and (2) carryout restaurants, addressing topics such as duties of personnel, and skills for being a cashier. The book includes exercises and reviews for students, tests, a math inventory, and a progress chart.

Ronan, William. Using Hand Tools (Two parts). St. Louis, Mo.: Millikin Pub., 1975. VSN# 01241 and 01242.

Following a brief introduction for teachers, these books are primarily transparencies and duplicating masters addressing a variety of tasks related to hand tools.

Ronan, William. Using Power Tools. St. Louis, Mo.: Milliken Pub., 1975. VSN# 01243.

Similar to above, with information on power tools.

Wade, Jewel M. Jerry Works in a Service Station. Belmont, Ca.: Fearon Pitman Pub., 1967. VSN# 02271. Comes with a Teacher's Manual (VSN# 02272).

A fictional account of an adolescent's job at a service station, this reader has exercises and questions at the end of each chapter.

EMPLOYMENT BENEFITS

Koschnick, Kay. The World of Work. Syracuse, N.Y.: New Readers Press, 1975.

This book for students, with sections to read followed by worksheets and questions, has units on (1) Fringe Benefits, (2) Laws about Benefits, (3) Your First Paycheck, (4) Unions, and (5) Laws about Worker's Rights.

Match, Stephen D. Fill in the Blanks. Johnstown, Pa.: Mafex Asso., 1977. VSN# 02207.

This student workbook has a unit on the government forms and regulations that apply to paychecks, and benefits employees are entitled to.

Schneider, Bernard. Getting and Holding a Job. Phoenix, N.Y.: Frank E. Richards, 1966. VSN# 01918.

This workbook for students has units on (1) Fringe Benefits, (2) Social Security, (3) Unions, (4) Methods of Payment, and (5) Payroll Deductions.

TERMINATING EMPLOYMENT

Lawson, Gary D. Unemployment is Non-Cents. Elk Grove, N.Y.: Author, 1970. VSN# 00744.

This workbook written for secondary special education students has a unit on How to Quit Your Job, with two case studies.

Ludwig, Stephen. Out of Work. Syracuse, N.Y.: New Readers Press, 1975.

This text for students to read covers all aspects of unemployment, including unemployment insurance, welfare, bankruptcy, retraining, and more. No worksheets or activities, but simply written and with many photographs.

ALL-AROUND TEXTS RELATED TO EMPLOYMENT SKILLS

Each of the following books provides fairly comprehensive materials on employment skills.

Dimock, Elna, et. al. Occupational Knowledge and Interpersonal Relations. Belmont, Ca.: Pitman Learning, 1982. VSN# 02294.

Beginning with instructions on using the program and a classroom management manual, this large reference (557 pages) has units on (1) Job Search, (2) Job Application, (3) Job Interview, (4) On the Job, (5) Workers' Benefits, (6) About Me, (7) Family, (8) Cultural Differences, (9) Relating to Others, and (10) Developing Confidence. Each unit covers three or four related objectives, with a teacher's guide, teaching resources, and handouts for each objective. This text is full of good information and resources.

Education Service Center. Skills Curriculum for Special Needs Students. San Antonio: Author, n.d. VSN# 01778.

This curriculum developed by four VACs in the San Antonio area, as a guide and tool for VACs preparing their classroom instruction, has the following units:

(1) Why Do People Work?
(2) How Does One Plan for Work?
(3) What Information Prepares One for Successful Job Placement and Functioning?
(4) How Does One Manage Money Earned from Working?
(5) How Does One Gain Experience While Still in School?
(6) How Do Working and Non-Working Hours Interrelate?
(7) How Does School Prepare One for Work?

Each unit has learning objectives, behavioral objectives, concepts with suggested resources for teaching each, and activities for teachers to use. This is a text for teachers to use.

Gooch, G. Bill, Lois Carrier, and John Huck. Work: Pathway to Independence. Alsip, Il.: American Technical Publishers, 1979. VSN# 02163. Comes with a workbook for students (VSN# 02161) and an instructor's guide (VSN# 02162).

A very nice looking student text, this book has one major drawback--it was developed for students in regular vocational classes, so has a higher reading level than most special education students can handle. It can be a good resource for VACs to use for information, however. The book has 34 chapters on every aspect of gaining and adjusting to employment.

Hall, Betty L. Texas Survival. New York: Holt, Rinehart, and Winston, 1979. VSN# 01851. (Teacher's Guide attached.)

This text, highly recommended by VACs, has units on renting, reading want-ads, filling out forms, applying for social security numbers, finding a job, filling out application forms, working hours and pay, wage deductions, work permits, birth certificates, voting, reading a telephone book, checking accounts, loans and credits, income taxes, using a mail-order catalog, road maps, accident forms, bus schedules, licences, and general information.

Halloran, William E., et. al. The Vermont Guide for Teaching Adolescents with Special Needs. N.p.: n.p., 1975. VSN# 00520.

One of the earliest curriculum guides written for secondary special education students, this book has information, teaching

suggestions and activities on Self-Adjustment, Consumer Education, and numerous specific job-related skills.

Klasky, Charles. The Amazing Adventures of Harvey Crumbaker. Carson, Ca.: Lakeshore Curriculum Materials Company, 1980.

Highly recommended by VACs, these materials cover most of the topics that VACs address in their classes. What VACs say they appreciate the most, however, is not the materials or the activities (as good as they are); they most appreciate the humor found in Harvey's escapades. The Vocational Special Needs Library has two volumes:

Skills for Living Unit I: Filling Out Forms and Applications (VSN# 02353).

Includes lessons on finding a job, finding a place to live, social security numbers, savings accounts, checking accounts, registering to vote, using a map, buying a car, using the yellow pages, reporting an accident, and many, many more. Written for students to use, the volume has sections to read, worksheets, roleplaying activities, and more.

Skills for Living Unit III: On the Job (VSN# 02354).

Has eighteen lessons, divided into two major units: Getting Hired and On the Job. Lessons address the job application, job interview, company policies, figuring sales tax, taking stock, serving customers, and many more. Sections for reading, worksheets, activities, and roleplaying materials fill the book.

Lakeshore Curriculum Materials Center. Survival Guide. Carson, Ca.: Author, 1978. VSN# 01792.

Written to teach students basic life skills through class activities, a variety of materials, field trips and speakers, this book includes reproducible forms, applications, maps, charts, illustrations and other materials. The book has three units:

(1) Consumer & Career Awareness (with 23 topics)
(2) Civic Awareness (with 10 topics)
(3) Cultural Awareness (with 8 topics)

Each topic has objectives, vocabulary, specific skills, in-class activities, material aids, out-of-class activities, speakers/agencies to cooperate with, evaluation activities, and supportive instructional materials. The book has numerous worksheets, handouts, and other materials for VACs to use with students.

Nelson, Frank W. Group Instruction for Cooperative Programs. Stillwater, Ok.: Oklahoma State Board of Vocational and Technical Education, 1978. VSN# 02255.

Another mammoth text (over 600 pages), this book has the drawback of being written for regular vocational education students, though the worksheets and activities look similar to special education texts. Units cover:

(1) Orientation
(2) Health and Safety
(3) Human Relations
(4) Communications
(5) Management of Self and Resources
(6) Legal Aspects of Employment
(7) Labor Unions
(8) Economics
(9) Career Planning
(10) Preemployment
(11) Basic Skills

Each unit has objectives, suggested activities, information sheets, transparency masters, assignment sheets, tests, and answer sheets. With so much material on the topics VACs teach, this should be a valuable resource.

Royce, Sherry. ABLEST Curriculum Guide for Life Skills Instruction. Belmont, Ca.: Pitman Learning, 1980. VSN# 02288.

Another large text (526 pages), this was written specifically for adults learning in a second language, so the language is simple enough for secondary special education students--and the subject matter is just what VACs teach. Units include:

(1) Community Services
(2) Government and Law
(3) Health
(4) Money Management
(5) Occupations

Each unit has five chapters, and each chapter explains skills to teach, how to prepare students for the unit, learning activities, evaluation methods, worksheets for students to use, post-tests, and answer sheets.

HELPFUL GENERAL RESOURCES

The following resources are among the most helpful general resources in our library and we would like to recommend their for your

professional reading. Among the topics covered in these books are legal considerations of providing vocational education to handicapped students, classroom management, strategies for dealing with specific handicapping conditions, and more.

Altfest, Myra (Ed.). Voational Education for Students with Special Needs: A Teacher's Handbook. Fort Collins, Colorado: Dept. of Vocational Education, Colorado State University, 1975. VSN# 00039

One of the all-time best resources, the book has sections on identifying students, learning styles, and teaching methods that are especially helpful.

Bowe, Frank. Handicapping America: Barriers to Disabled People. New York: Harper & Row, 1978. VSN# 00151

Written by the director of the American Coalition of Citizens with Disabilities, this book describes the experiences of disabled people in an easily read and very interesting style. Definitely worth reading.

Brolin, Donn E. Vocational Preparation of Persons with Handicaps. Columbus: Charles E. Merrill, 1982. VSN# 00169

A well-presented textbook with four main sections: Background, Vocational Evaluation, Vocational Development, and Program Models.

Clark, Donald L., et. al. Making Mainstreaming Work: A Handbook for Vocational Administrators. College Station, Texas: Vocational Special Needs Program, College of Education, Texas A&M University, 1979. VSN# 00234

A practical guide for educators, including many inservice activities and resources.

Connis, Richard T., Jo-Ann Sowers, and Linda E. Thompson. Training the Mentally Handicapped for Employment. VSN# 01719

This book explains how to set up a comprehensive training program for retarded students, including administrative policy, funding, skills to be trained, techniques, placement and follow-up, assessment, and much more.

Dahl, Peter R., Judith A. Appleby, and Dewey Lipe. Mainstreaming Guidebook for Vocational Educators: Teaching the Handicapped. Salt Lake City, Utah: Olympus Publishing Co., 1978. VSN# 00307

Thorough, easy-to-read, this book is a purchase.

Halloran, William, et. al. Vocational Education for the Handicapped: Resource Guide to Federal Regulations. Out of print. VSN# 00521

This handbook describes in detail the provisions of the three most important laws affecting the vocational preparation of special needs students: The Rehabilitation Act of 1973, Section 504; The Education of the Handicapped Act; and the Vocational Education Act of 1963. It then compares the laws.

Jones, Vernon F. Adolescents with Behavior Problems: Strategies for Teaching, Counseling, and Parent Involvement. Boston: Allyn and Bacon, 1980. VSN# 01845

Useful, well-written, this book will help you understand adolescents, cope with and change their behavior, and communicate effectively with them . It has numerous activities to help adolescents learn to communicate better and has a good section on dealing with parents of adolescents with behavior problems.

Kok, Marilyn and Linda H. Parrish (Eds.). Insights Into Instruction: A Discussion of Three Handicapping Conditions for Vocational Teacher Educators. College Station, TX: Vocational Special Needs Program, College of Education, Texas A&M University, 1981. VSN# 01698

This book summarizes a conference in which special educators and vocational educators discussed the characteristics and vocational training needs of three handicapping conditions: mental retardation, learning disabilities, and emotional disturbance. The section on emotional disturbance is especially useful.

Mann, Lester, Libby Goodman, and J. Lee Wiederholt. Teaching the Learning Disabled Adolescent. Boston: Houghton Mifflin, 1978. VSN# 00801

A very complete description, if somewhat technical, of the characteristics, needs, and perspectives of adolescents with learning disabilities.

Martin, Reed. Educating Handicapped Children: The Legal Mandate. Champaign, IL: Research Press Company, 1979. VSN# 00807

A concise, well-written description of the legal supports for the education of handicapped students.

Meers, Gary D. (Ed.). Handbook of Special Vocaitonal Needs Education. Rockville, MD: Aspen Systems Corporation, 1980. VSN# 00884

A lengthy and thorough presentation of vocational special needs. A good resource.

Miller, Sidney R. and Patrick J. Schloss. Career-Vocational Education for Handicapped Youth. Rockville, MD: Aspen Systems Corp., 1982. VSN# 01913

Another all-around useful resource.

Phelps, L. Allen and Laurie J. Batchelor. Individualized Education Programs (IEPs): A Handbook for Vocational Educators. Columbus, Ohio: National Center for Research in Vocational Education, 1979. VSN# 01051

An in-depth description of an individualized education plan, this book also describes vocational educators' role in the process.

Phillips, Linda. Barriers and Bridges. Sacramento, CA: California Advisory Council on Vocational Education, n.d. VSN# 01055

This book is especially valuable for the description of the barriers handicapped people face when seeking training, employment, and services.

Poteet, James A. Behavior Modification: A Practical Guide for Teachers. Minneapolis: Burgess Publishing Co., 1973. VSN# 01959

A short description of what must be done to set up a behavior modification system.

President's Committee on the Employment of the Handicapped. A Handbook on the Legal Rights of Handicapped People. Washington, D.C.: Superintendent of Documents, U.S. Government Printing Office, n.d. VSN# 01072

A ready reference on the legal rights related to architecture, employment, housing, transportation, and many more topics.

Twiford, Rainer. A Child with A Problem: A Guide to the Psychological Disorders of Children. Englewood Cliffs, N.J.: Prentice-Hall, 1979. VSN# 01960

Brief, easy-to-read descriptions of the psychological disorders of children.

Ward, Michael, et. al. A Workshop Manual to Increase Awareness of Handicapped People. Reston, VA: Council for Exceptional Children, n.d. VSN# 01916

Easy-to-follow, useful activities to help your audience simulate handicapping conditions.

Weisgerber, Robert (Ed.). Vocational Education: Teaching the Handicapped in Regular Classes. Reston, VA: Council for Exceptional Children, 1978. VSN# 01563

Practical, concise descriptions of the different handicapping conditions and the needs that students with these conditions might have in a vocational class.